


Report for Week Ending 29 January 1958
from


25X1A9a

1. Contributions

a. Intangible

- (1) Evaluated and recommended disapproving Employee Suggestion 58-309: Use of Different Colored Paper to Designate Security Classifications.
- (2) Completed the end-of-year report on the Records Management Program.

2. Projects - Active

- a. ES 58-313: Modification of Letterex.
- b. ES 58-303: Use of Adjustable Steel Shelving for Unclassified Material.
- c. Revision of RMS Files - File classification plan completed; folders being prepared by Interim Assignment Branch.

3. Projects - Inactive

- a. Graphics Register Film Index - Followed up on our request to Security for a survey on securing specialty-type card filing equipment. Was informed that in their opinion none of the equipment now on the market meets the requirements of CIA. A formal reply is forthcoming.

4. News

- a. Attended the 11th meeting of the U. S. Government Correspondence Manual Committee. 25X1A9a
